

**APPROVED as amended 09/10/2009**

The Board's meeting was called to order at 6:05 pm in the basement meeting room at the Fremont Town Hall by Chairman Gates. Present were Selectmen Greta St Germain, Brett Hunter, and Donald Gates Jr; and Town Administrator Heidi Carlson.

Selectmen began the meeting with a work session on the working document of the draft personnel policy. There was discussion at length about employment classifications. The final determinate was that full time is 40 or more hours per week and part-time is less than 40 hours per week. There was discussion about how elected officials are defined, as they are not by definition "town employees" but town officials. No further definition was included.

Currently the Town Clerk is the only elected official with additional benefit status of two weeks vacation, as voted by Town Meeting in 2008. This was based on her presentation of a 40 hour working schedule as of a few years ago. This is proposed to change with a reduction in hours within the 2010 budget submission.

At 6:30 pm Neal Janvrin came into the meeting.

The Board moved to the draft policy information on probationary period information and Chief Janvrin offered that for Police Officers in the State of NH, it is mandatory for a one year probation. The Board discussed this, as well as how benefits were handled during a probationary period. Janvrin and Carlson said that it would be hard to hire employees and include a probationary period for insurances, as today most people cannot afford to COBRA their insurances for three months when leaving another job. The Board decided that the probationary period would be three months, with an additional three months if necessary. The Policy will reference the Fremont Police Department SOP Manual and the Fremont Fire Rescue Department Manual for additional requirements in those two disciplines. The Board decided that there would be no probationary period for obtaining benefits aside from what any particular benefit plan outlined.

The Board decided that the draft would include that any employee promoted to a new position would complete a six month probationary period in the new position.

The next section was Reporting of Time Worked. Carlson indicated that all employees are required to submit a timesheet signed at the end of the pay period, approved by their Department Head. The Town's current practices will be added to the text of the draft policy.

The Town's biweekly time period information will be added to the draft as well. Currently the Town is approved through the NH Department of Labor for bi-weekly payment of wages. The Town's pay period begins on Sunday and ends on Saturday, encompassing 14 days. Timesheets are due generally on Mondays, payroll is processed on Tuesdays; Selectmen review and sign manifests on Thursday evenings, and pay checks are available on Fridays. There is no holdback of wages. When a new employee begins, they are paid for hours worked within the first pay period of being an employee.

At 6:55 pm Selectmen talked with Meredith Bolduc. She came in this evening in follow-up to the Conservation Commission vote on Monday evening to recommend her for appointment as an Alternate to the Conservation Commission. The Commission has had trouble reaching a quorum this summer. Bolduc said she would do it only to make a quorum, but did not intent to be in the role at all times.

Hunter moved to appoint Meredith Bolduc as an Alternate Member of the Conservation Commission for a three year term to expire March 2012. The vote was unanimously approved 3-0. Bolduc said she would see the Town Clerk on Tuesday to be sworn in.

At 7:00 pm Meredith Bolduc left the meeting and Chief Janvrin came up to the table. The Board discussed with Chief Janvrin some recent events regarding contact with the Board and the Town's Attorney about personnel matters. Recent matters were reviewed in this light, and Carlson and Janvrin indicated that the Board should have been notified sooner of recent events pertaining to a discipline matter. Gates said the end result would have been the same, but the Board felt that notification through an official (emergency) meeting would have been appropriate. The Board's summer schedule was discussed an obstacle to this particular timing. It was also discussed that all three of the Selectmen were contacted by phone, or talked with Carlson while in the office for manifest signing on the "off" meeting week (Thursday). In retrospect, it is felt by all that a special meeting should have been called and posted.

Chief Janvrin was briefed on the recent happenings this week regarding the Teamsters contract proposal. The Teamsters filed an Unfair Labor Practice Complaint with the PELRB today. The Board of Selectmen then reviewed Attorney Ryan's proposed statement (prepared prior to the complaint being filed); which will not be filed until he returns from the Labor Day Holiday. The Board read this brief and supported its being filed.

The question had been raised in response to review of RSA 273-A:8(d) regarding the number of employees in the unit and what the Town's obligation was now that it has dropped below the statutory limit. The Town had questioned the statute regarding number of employees in the bargaining unit and was planning to file a Petition for Declaratory Judgment. Now that filing will also need to include the response to the Teamster's complaint filed 09/03/09.

Chief Janvrin discussed temporary full-time replacement of Sergeant Larochelle who will be on military deployment for one year beginning in August 2010. This would be a fourth full-time position, hired on a temporary basis. It would create that position until Larochelle leaves to serve the Country, whereby there would be only the three full-time officers as there are currently. Currently there are two police patrol officers full-time and one sergeant full-time.

Larochelle also has two other departures (of a week or two) prior to the August deployment in 2010. In the past the Town has hired temporary full-time military replacement officers, and through circumstance, other vacancies have come up in the meantime such that the temporary officers transitioned into vacant positions. An additional full-time replacement officer (non-supervisory) would bring the bargaining unit back up to 10 employees. Budgets need consideration in this light as well.

At 7:25 pm School Board Chairman Jeff Rowell, Superintendent Bill Lander and Financial Administrator Bonnie Sandstrom came into the meeting.

Chief Janvrin and Carlson then discussed a complaint received today from Jonathan Weaver regarding Weaver's interaction with the Police Chief today. Weaver's complaint (verbally to Carlson) was that he had gone to the Police Station today to change a written statement he had previously filed. He complained that he had been treated poorly by Chief Janvrin. This evening, Chief Janvrin explained his actions and the theory involved a "good cop / bad cop" scenario. Janvrin said that Weaver had been rude to the Secretary as well. Lieutenant Bassett and Officer Raymond had also met with Weaver. Lieutenant Bassett had also advised Weaver, after taking his new statement, that he could follow up with the Rockingham County Sheriff's Department or the NH State Police if he felt he had been given any wrong information. Chief Janvrin said this evening that he would follow-up if there was further activity on the matter. He also indicated that there could be a problem for Weaver as he had changed his statement and that if any untruths were found to exist, he could be prosecuted for perjury.

Chief Janvrin left the meeting at 7:30 pm.

Carlson advised the School personnel, to follow-up the email notification, that mosquito spraying took place during the day today at the Library and Complex parking lots and town fields, and is due to take place this evening at the Ellis School grounds. This information had been sent out to all affected parties when notice was received from our contractor Mike Morrison at Municipal Pest Management Services.

St Germain asked if this could be bid out to save money. Carlson indicated she would inquire. There are only two known vendors locally, and there is a large initial outlay in the planning, study, and wetlands mapping when a new town is set up for mosquito control.

7:30 pm Fremont School Board members Deb Genthner and Peg Pinkham also joined the meeting. The School Officials had scheduled this meeting in follow-up to a July 9<sup>th</sup> letter from the Selectmen regarding cash flow and Tax Anticipation Note (TAN) borrowing. Since that time, Lander, Sandstrom, and Carlson had met a couple of times to review these financial matters and cash flow items. The Town's Treasurer (who had been invited but was not present this evening) had indicated to Carlson that she was looking at taking the total School District appropriation (from tax dollars) and spreading it out over 12 monthly payments to balance the Town's expenses so that she could better plan and better invest any balances.

Sandstrom had put together for the District, a predicted cash flow statement, showing their monthly expenses and revenues, which would lead to a different amount due monthly. There was discussion about the best way to handle it, and the School District was unsure how (if) they could invest the money. The Treasurers need to be involved in this discussion as well.

Fire Chief Richard Butler came into the meeting at 7:40 pm.

Carlson outlined the new banking regulations and bank fees of \$250 per TAN borrowed, along with legal costs, approximately \$250 per borrowing; and that a ¼% premium is charged on any TAN line of credit extended but not used. For that reason the Town's Treasurer has borrowed each time exactly what is needed to fund the School District request and paid it out immediately, thus avoiding the extra ¼% charge, and only paying interest on the borrowed principle.

Carlson indicated that the Town has been advised by Citizen's Bank that the \$4,000,000 borrowed to date is the amount it will extend. Therefore the recent \$2,050,000 borrowed very likely has to get the School District and the Town through the collection of tax money in December.

There was discussion about bi-annual tax billing and the public hearings coming up on that topic as well as the revaluation / recertification process.

Carlson advised that all of the Town's tax rate forms have been submitted and Sandstrom indicated she was still working on school forms and hoped to have them done shortly for submission to NH DRA.

There was some preliminary discussion about schedules and the date for School District Meeting in March 2010. Pinkham said she would bring the final information to the Budget Committee meeting next Wednesday in follow-up to the School Board meeting on Tuesday, when a decision would be made.

St Germain said it is positive to have the school officials here opening these lines of communication. She stressed the tough economic times and said the Town was sharpening its pencil and that our taxpayers were really struggling and hoped that the School District would be able to do the same.

Lander said that he needed to put together a budget that would educate our children and that they will defend what they need for that purpose, but that they also understood the situation facing our taxpayers and our State in general.

Pinkham asked what could the Selectmen though we could do to highlight any potential ways to raise revenues, and asked the Selectmen their thoughts about this.

Gates discussed the idea of managing our budgets the same as we all manage our personal finances, by doing with what we have. He suggested we need to bridle back on the expansion. He referred to the School facing a lot of mandates that aren't funded and how to work with the constraints.

Pinkham said as a taxpayer in the State of NH, she is not happy with the way we raise revenue in NH for education. This was agreed as an overall problem in the State of NH.

Gates said that all residents should be in Concord having their voice heard about how we raise taxes for education and that it is based on real estate property values.

Lander said that we definitely need to make our voices heard and contact our representatives and get people to become more active in the process.

We all need to push back to get the Legislature to take note of the burden they are putting on local residents and taxpayers.

There was discussion about the type of community that Fremont is. Gates termed it a small community with a big heart.

The School officials left at 8:06 pm.

At 8:10 pm Martin Ferwerda came in to the Board's meeting to update them on progress at Governor's Forest as it is the annual renewal time for his excavation and road/improvements bond.

Ferwerda said he has met, and continues to work, with the Planning Board on site matters within the Governor's Forest project. He outlined that he has about a \$3,000 bank-issued irrevocable letter of credit on remaining roadway/infrastructure items. He anticipates having the balance of these items completed fairly soon. He said that the excavator Mike Rislove is on site and hopes to be done in the next week or so.

He said Lou Caron, the Town's consulting engineer on the project, comes out and does a site review for bond reductions annually, and adjustments are made to the letters of credit. He said that any unfinished improvements are bonded and that he already has bank commitment for that renewal letter of credit. Carlson indicated that these matters needed to be taken care of by October such that they are not delayed into February as they were in the 2008-2009 cycle. Ferwerda said this would not be a problem.

Ferwerda said he hopes the road bond will be completely eliminated as it is only remaining for some landscaping items on the side of the road. Ferwerda also said he hopes to finish the loop road soon.

Ferwerda thanked the Board for their time and said he would be back in a couple of weeks.

At 8:15 pm Fire Chief Richard Butler came to the table to discuss the proposed 2010 Fire Rescue Budget. Updated copies of budget proposal were distributed along with a spreadsheet updated through today's expenditures.

Gates went right to the bottom line of the budget and noted it is a \$4,000 increase over the 2009 appropriation. Butler said the inclusion of a new thermal imaging camera at a cost of \$10,000 to \$12,000 accounted for the increase. Some other line items had been reduced in that light.

There was discussion about how much of the 2009 budget was unspent as of this date, and Butler said that currently there is invoicing outstanding of \$4,500 of gear on order, not received. He said that there are six people in various classes right now, and thus far only one class has been billed. There are people in Firefighter I, Firefighter II, and an Inspector's Certification class. This is anticipated to cost in total about \$2,000 more. The cost of FF1 is \$650; and FF2 is \$425.

Additionally the Special Detail for the Grassdrags will occur in early October, expected to use the \$3,500 budget line, and be reimbursed to the Town.

There was discussion about who was eligible for the LOSAP program and that in 2008 some people who were eligible (having met the three year requirement) did not qualify with the appropriate percentages of participation. This program was reviewed for the benefit of St Germain as it relates to the budget process.

Butler said that he is considering transferring (reallocating) some money to purchasing a poly tank for the new utility truck and get rid of an older forestry (small) truck. He offered that this conversion will make a safer, more useful truck. The old truck is giving them trouble and getting into some maintenance problems.

#### **4220 FIRE RESCUE DEPARTMENT**

**1-4220.001 Office & Cleaning Supplies** **\$1,000**

Routine station cleaning & office supplies including: printer cartridges, paper, computer supplies, postage and miscellaneous items.

**1-4220.003 New Fire Equipment** **\$14,700**

Purchase a new Thermal Imaging Camera, the camera now in use is outdated technology and requires changing battery every week to make sure a fully charged one is in the camera. This line is up for the cost of the new camera, which is estimated at \$10,000 to \$12,000. This also includes other incidental items of replacement equipment. This includes nozzles, hand tools, saws, etc.

**1-4220.004 Gas, Fuel & Oil** **\$3,330**

Increase is based on the rising fuel cost and the increase in call volume. This includes diesel fuel and gas for all vehicles and equipment including saws, generators, etc.

**1-4220.005 Administrative Salary** **\$25,000**

Line item compensates the Fire Chief for his time and duties. Chief is not included in the point compensation plan.

**1-4220.006 Books & PR Material** **\$1,568**

Educational training magazines are received at the station. Also, PR materials for Fire Prevention Week and additional community prevention programs are purchased. Added funding will allow more community work with Fire Prevention and EMS Week.

**1-4220.007 Protective Gear & Uniforms** **\$10,000**

We try to purchase three sets of new gear annually if there is sufficient funding (after replacement of worn or damaged gear). Gear is purchased for new members once they reach the end of a probation status and become certified Firefighter I and satisfy all other criteria set by the Fire Association and Department.

**1-4220.008 Inspections & Consultations** **\$450**

This line is used when we have to utilize the services of an outside person on complex projects.

**1-4220.009 Communications****\$7,200**

Purchase of new radios for new members. Maintenance on new radios with continued battery replacements. Repairs and reprogramming is provided when necessary.

**1-4220.010 Mileage****\$500**

Mileage is reimbursed for members when using their personal vehicles when attending training and classes out of town. Classes are held statewide but an attempt is made to keep training local whenever possible.

**1-4220.011 Forest Fires****\$600**

Allowance for any large forest fire and replacement of foam approximately \$65. a pail.

**1-4220.012 Dispatch Services****\$7,020**

This figure is an estimated annual amount of our contract with Raymond Dispatch. This is equivalent to \$20 per day for all of their daily assistance, including handling requests for burn permits.

**1-4220.013 Fire Training****\$5,400**

Current cost of firefighter certifications ranges from \$450.00 to \$1,600.00 depending on location, instructors, and availability of state and federal grant programming. Also covers cost of hiring outside instructors and supplies such as propane and training props.

**1-4220.014 Weekend Duty Officer****\$3,900**

This line covers an officer to be on duty starting Friday evening until Monday morning. The duty officer handles burn permit requests, weather related incidents and other misc. calls that the whole department is not needed for.

**1-4220.015 Hazmat Update****\$1,500**

Allowance has been made to replace supplies that are used to stabilize and contain spills and or leaks. Insurance will pay to replace these items if the responsible party can be identified.

**1-4220.017 Hepatitis B & Worker Health****\$2,000**

Provide testing for new members who may not have had vaccines before joining the department. Titers are needed approximately every five years. Plan set up with Exeter Hospital Occupational Health.

**1-4220.034 Dues & Memberships****\$2,018**

NFPA membership is \$234.00 annually. The Seacoast Chief Fire Officer's Association is \$75. START Team (Hazardous Materials) Membership is \$900. Interstate Emergency Unit dues are \$100.

**1-4220.035 Conferences****\$800**

This figure allows members to attend conferences to keep up to date with changing tactics and protocols. EMS members are required to have 40 hours of continuing education for their recertification's which these conferences help them meet.

**1-4220.101 Clerical****\$1,000**

This is for department office work such as filing, typing and other office duties. This has been reduced as Butler is doing much of this work himself, and that the clerical support person, Betty Stanley, is not as active as she once was.

**1-4220.103 Telephones****\$2,000**

This includes annual costs of two voice lines to the station, one dedicated emergency line, and their calling service plans. Also, there is an annual cost of the tower data line which is our radio link to Raymond Dispatch.

**1-4220.104 Hydrant & Cistern Maintenance****\$1,500**

Covers cost of electricity for pump and lights at well house on Main Street and the maintenance and operation of other water sources in town.

**1-4220.105 Equipment Maintenance****\$5,175**

Per NFPA, there are requirements 1932, 1962, and 1911 for planned maintenance and testing of SCBA's, ladders, pumps and hose. Testing and certification of breathing air system for SCBA's. Basic equipment maintenance (saws, generators, and other misc. items).

**1-4220.107 Equipment Repairs/Equipment and Apparatus****\$3,800**

This figure covers unanticipated repairs for both Fire and Rescue equipment and vehicles.

**1-4220.109 Equipment Preventive Maintenance****\$3,700**

Preventative maintenance includes: oil changes, state inspections twice per year, replacement batteries for all vehicles and equipment.

**1-4220.200 Rehabilitation Supplies****\$ 250**

This new line item is for providing drinks, and food for members when working a prolonged period of time.

**1-4220.300 LOSAP & Stipend****\$65,525**

This is an annual sum budgeted for a compensation plan for our call "volunteers." The funds are used on a stipend year of November 1 to October 31. Points are awarded for participation at trainings, meetings, calls, and certifications.

**1-4220.309 Special Details****\$3,500**

This line is for reimbursement for members participating in special assignments such as the Grass Drags.

**1-4220.402 Medical Supplies****\$2,000**

Some items are replaced from RAI stock when possible on scene. This line item covers other non-replaceable items, oxygen equipment, and other supplies needed for medical bags, all suction equipment, latex and non-latex gloves, bandaging materials, IV supplies, EKG electrodes, pocket masks and personal safety gear (N-95 masks).

**1-4220.403 New EMS Equipment****\$2,200**

This is for medical equipment such as bags for new members, oxygen tanks, regulators and other equipment. This also includes replacing worn out equipment.

**1-4220.413 EMS Training****\$4,900**

Bi-annual RTP required for all EMT's cost \$150 per licensee. Includes allowance for some outside training for members, as well (cost of instructors, or other training). Current cost of an EMT class is approximately \$700. Planning to be able to provide additional training, both in-house and advanced certification for those members who are willing and able to do it.

Carlson noted a typo in the initial printout of this rationale, showing the computers and medical equipment maintenance lines being shown as 4229. They both should also be 4220 as in all other Fire Rescue Department budget line items.

**1-4220.509 Medical Equipment Maintenance****\$750**

Oxygen system maintenance contract.

**1-4220.800 Computer Software and Support \$850**

Fire House Software for NFIRS Reporting (\$400 annual software support contract) as indicated. This figure includes software updates and support services.

Selectmen reviewed the budget in an effort to get it to the same level as 2009. To that end, Gates suggested the following reductions:

Reduce 003 New Equipment by \$1,000; reduce 004 Gas, Fuel and Oil by \$300; reduce 006 Books, PR and Subscriptions by \$68; reduce 009 Communications by \$1,000; reduce 013 Fire Training by \$400; reduce 300 Volunteer Stipend by \$500 to \$65,025; and reduce 413 EMS Training by \$400 to \$4,500. He said this reduces the budget by \$3,338; bringing it in at \$7 less than last year.

Hunter then suggested the following changes to conform more with what had been spent in prior years: 001 Office and Cleaning Supplies down \$250 to \$750; 009 Communications down \$1,700 to \$5,500; 010 Mileage in half down \$250 to \$250; 015 Hazardous Materials Update down \$750 to \$750; 017 Worker Hep B down \$950 to \$1,050; and 104 Cistern maintenance down \$1,000 to \$500.

Hunter said the he does not like cutting safety items, and said these cuts will hurt the Department.

Gates made a motion for the Selectmen's recommendation on the Fire Rescue Department budget to be \$179,236 based on the recommended reductions offered by Hunter. St Germain seconded and the vote was 2-0-1 with Hunter abstaining.

With no further discussion, Chief Butler left at approximately 9:15 pm for an emergency call.

**OLD BUSINESS**

1. Selectmen reviewed the minutes for 20 August 2009. Hunter moved to approve the minutes as read. Gates second and the vote was approved 3-0.

2. In accord with the vote taken on August 20, 2009, Selectmen reviewed and signed the 2009 MS-1 for submission to DRA on August 27 and 28, 2009. All tax rate forms were mailed on Friday August 28<sup>th</sup> and received at DRA on Monday August 31, 2009.

3. Carlson reported talking with the Energy Committee after their meeting on Saturday August 29<sup>th</sup>. At that time, the Committee discussed HB 189 and the formation of an Energy Commission. The current Energy Committee is recommending to the Board of Selectmen that this appointed Commission consist of five (5) members and two (2) alternates. The next meeting of the Energy Committee is at 7:00 pm on Thursday September 24, 2009 at the Fremont Town Hall.

Carlson then advised that she was working on an Energy Committee Grant through the NH Municipal Energy Assistance Program for building audits and such. Some additional information is pending from Chair Bob Larson.

4. Selectmen reviewed briefly an RFP for work removing the dead trees on North Road. There was further discussion about items to be included in the RFP. The dead tree that St Germain noted at 370 North Road is not yet included, and it is unclear if this is in the Town's right-of-way. The Board does want to proceed with the RFP to see what the work will cost as well as to have other tree experts review the trees for further determination on them being dead and/or hazardous, and the need for them to come down.

5. St Germain asked again for Guerwood Holmes to come in to review current projects, in follow-up to discussion about whether the Town should propose to buy a backhoe in 2010. She also asked why he is not present to inform the Board of Selectmen of the day to day proposed work, etc.

St Germain also requested that mileage reporting be done on the fuel slips for the Town's highway truck or perhaps a vehicle log to be placed in the town highway truck for more accurate documentation of mileage and fuel usage. She indicated she wanted to see the mileage logged in weekly or monthly, and that this would give better information about fuel usage and costs.

Hunter then mentioned that there are some signs that need to be trimmed around (to make them visible) at the intersection of Route 107 and Route 111A. These are State roadways, but it will also be mentioned to Guerwood Holmes.

### **NEW BUSINESS**

1. Selectmen reviewed the payroll manifest in the amount of \$20,926.95 and the accounts payable manifest in the amount of \$39,927.51 for current week dated 04 September 2009. There was discussion about both manifests. Hunter moved to approve the payroll manifest in the amount of \$20,926.95. Gates seconded and the vote was unanimously approved 3-0. Hunter then moved to approve the accounts payable manifest total of \$39,927.51. St Germain seconded and the vote was unanimously approved 3-0.

It is noted for the record that Selectmen signed the accounts payable manifest as per the approval process on non-meeting weeks. This manifest totaled \$16,958.33 and was dated 28 August 2009.

2. Selectmen reviewed the folder of incoming correspondence.

3. Selectmen signed outgoing correspondence to Keith Stanton regarding the upcoming meeting to include DRA officials, at the Public Hearing of September 24<sup>th</sup>.

4. Selectmen briefly reviewed proposed fee schedule information from Thom Roy (mailed out to Selectmen last week). Due to his vacation schedule, Thom is next able to attend a Board meeting on Thursday September 17<sup>th</sup>. At that time he will further review the fee updates and the 2010 budget for Building Inspection.

5. Carlson discussed with the Board the Sequino BTLA settlement agreement for parcel 03-054.001.021 as worked out between Joseph Sequino and the Town's consultant Joe Lessard of MRI. The Board was in agreement with the proposed settlement as it is in accord with the work done on the Coopperage property assessments last week.

The subject is a colonial style dwelling on a 2.36 acre parcel. This abatement request was before the Board earlier this year. At that time and based on the information available, it was recommended that the request be denied and it subsequently was. Since that time, we have reviewed additional data in conjunction with the abatement request for other lots in the same development. Also since that time, the taxpayer has filed an appeal with the NH BTLA. Therefore the Assessor has had conversations with Mr. Sequino and received his agreement that he will drop his appeal if the Board approves this recommendation and uses the recommended value for the 2009 assessment. It is recommended that the assessment be reduced \$21,100 from \$420,000 to 398,900 and an abatement in the amount of \$476.02 plus applicable interest be granted.

Motion was made by Hunter and seconded by Gates to accept the Assessor's recommendation on the settlement for the Sequino property. The vote was unanimously approved 3-0 and the BTLA settlement form as well as the Assessor's abatement form was signed.

6. Carlson provided copies of the Temporary Trailer permits being processed by the Building Inspector for:

- a. Carr – 6 Pollinger Road – trailer for fire repairs
- b. Smith – 373 Main Street – trailer for use while home elevation underway

Selectmen were in agreement with these temporary trailer permits being issued. There was also discussion and approval of waived fees on the Carr permit due to the fire, as has been done with flood and fire damaged properties.

7. Budget Reviews

#### **4191 PLANNING & ZONING / LAND USE**

Selectmen discussed the budget presented last week and made some decisions on lowered recommendations on some line items in light of the slowed development. It is understood that the Postage and Advertising line items would need to increase again at such time as the activity increases.

The Board's recommendations included: reducing 003 Postage down \$1,000 to \$1,000; 005 Advertising down \$1,000 to \$1,500; 035 Training and Conferences down \$250 to \$500; and 010 Mileage down \$200 to \$300.

The Board left the matching grants and professional services the same, knowing that there could be reallocated funds from these line items if needed.

Overall the Selectmen's recommended \$2,450 reduction of the Department's request brings the bottom line total to \$54,668.

Hunter moved to support \$54,668 in Planning and Zoning. St Germain seconded and the vote was approved 3-0.

Selectmen discussed which departments need to come in for budget reviews (of the smaller budgets). The Board said they did not need to see the Cemetery Trustees, would like to meet with the Emergency Management Director and Deputy just to get updated on various projects.

The Board said they would further review this next week. Carlson advised that the Town Clerk and Building Inspector are both scheduled for the September 17<sup>th</sup> meeting, and one or two more departments will scheduled for September 10<sup>th</sup> if possible.

#### **4583 PATRIOTIC PURPOSES**

##### **001 Flags**

**\$ 1,100**

Increased number of flags being used to decorate gravesites and for parade; one set annually of new flags to fly at all town buildings and the Pratt Memorial Park and Memorial Fields; flags for kids marching at the Annual Memorial Day Parade

<b>002 Organist</b>	<b>\$ 100</b>
Annual fee paid to Bertram Seaver for use of organ and sound system setup at the Cemetery/Ellis School depending on weather; serves as music and PA system for ceremonies	
<b>003 Band</b>	<b>\$ 800</b>
Paid to the Dunlap Highland Band for them to participate in our annual Memorial Day Parade. Reduced based on past several years charging \$800.	
<b>004 Programs &amp; Refreshments</b>	<b>\$ 85</b>
Program printing costs for Memorial Day	
<b>005 Community Event</b>	<b>\$ 250</b>
Community event to be held during Memorial Day, and annual Veteran Open House. Cost covers some mailers sent out as well as other supplies for these two patriotic events. The annual Veteran's Day event has been ongoing since November 2005.	

**TOTAL REQUEST PATRIOTIC PURPOSES \$ 2,335**

There was discussion about possible cuts to this budget in the flag line. Hunter asked if that would be taking flags from children at the parade. Carlson indicated that the flag line funds only one flag for each town building annually, and the cemetery grave markers and the flags handed out at the Memorial Day Parade. There are some of the small flags held over for the annual Veteran's Day event as well.

Hunter then moved to recommend \$2,335 for Patriotic Purposes. St Germain seconded and the vote was unanimously approved 3-0.

**4415 HEALTH**

<b>001 Health Officer Stipend</b>	<b>\$1,250</b>
<u>This amount is set by the Board of Selectmen.</u> Annual stipend paid to the Health Officer at year end.	
<b>002 Memberships &amp; Meetings</b>	<b>\$ 250</b>
NH Health Officers Association membership; annual dues, (\$25), meetings and training seminars at 3-4 annually on various topics. HO and Deputy generally attend most if not all of them	
<b>003 Mileage</b>	<b>\$ 200</b>
This line accounts for the reimbursement to the Health Officer and Deputy Health Officer for mileage using his/her own vehicle in the course of conducting business related to this office. Budget covers 4 events at 80 miles per event at \$.55 per mile. The phone stipend is not included as this is currently covered for the Health Officer within the Building Department Budget. The Building Inspector receives a personal phone (cell phone) stipend at \$15.00 reimbursement per month in lieu of an issued cell phone. The Board of Selectmen set the reimbursement rate per mile. IRS rate of .55 was used in the calculation.	
<b>004 Office</b>	<b>\$ 25</b>
Allowance for postage and mailings and minor office supplies	
<b>004 Water Testing &amp; Supplies</b>	<b>\$ 150</b>
Allowance for postage and mailings and minor office supplies	
<b>100 Mosquito Control</b>	<b>\$ -</b>

No amount is budgeted within the Health Officer’s budget for this category. This is carried as a separate Warrant Article

**TOTAL REQUEST HEALTH           \$ 1,875**

**REVENUE \$0** The Health Department does not generate revenue.

Selectmen discussed the salary line item. In 2009, Trudie Butler was the Health Officer through May, and that disbursement will be made at year end. The Board discussed that the process earlier this year, when they asked the Building Inspector to take on this role. This was done due to the reduction in some of his other duties due to the economy, and that was done as a cost-saving measure for the Town. The Board did not anticipate paying out added salary for this work.

The Board decided to leave a \$250 allowance in the salary line item. The Town’s current reimbursement rate for mileage is \$0.44 and the Board agreed to keep it at that rate. It was decided to reduce the mileage line item to \$150; as well as reduce the memberships and meetings to \$150.

With these updates in place, motion was made by Hunter to recommend \$725 in total for Health. St Germain seconded and the vote was approved 3-0.

**4140 ELECTION AND REGISTRATION**

<b>4140-001 Supervisors</b>		<b>\$2,781</b>
3 elections x 3 supervisors = 117hrs X \$10.30	\$1,205.10	
Post election scanning of voters and required paperwork		
3 elections X 3 supervisors X15 hrs = 45 hrs X \$10.30	\$463.50	
Change of party Session		
3 supervisors = 3 hrs X \$10.30	\$30.90	
3 checklist correction sessions		
(required by state law) 3 supervisors = 9 hrs X \$10.30	\$92.70	
1 meeting a month		
(required by SOS) 3 supervisors X 12 = 36 hrs X \$10.30	\$370.80	
Town deliberative session		
3 supervisors & 3 Assistants X 4 hrs =24 hrs X \$10.30	\$247.20	
Training (2 sessions)		
3 supervisors X 2 sessions X 4 hrs =24 hrs X \$10.30	\$247.20	
Data entry and printing of checklists 12 hrs X \$10.30	\$123.60	
Grand total hours budgeted 270 X \$10.30 = \$2781.00		

**Elections**

Town/School Election March 1, September Primary, November General Election. By a vote of the town the polls are now open 1 hour earlier and stay open 1 hour later. The polls are open 13 hours.

**Post Election**

After each election we have to enter all same day voter registrations, before we can start the scanning process. We are required to scan into the State Wide Voter Check List System, the name of each person who voted, if it is a primary what party they voted in, if it was done by absentee ballot.

**Town Deliberative Session**

We set up 3 tables to allow faster voter check in. Each table requires 2 people.

**Change of party session**

Held in June prior to the sign up period for the September primary. We are required to hold a session to allow voters to change their party affiliation

**Monthly Meetings**

Required by Secretary Of State Office To allow new voters to sign up, for approval of names to be added or removed from checklist, letters mailed to voters and to other supervisors.

**Checklist correction sessions**

Required by Secretary Of State Office prior to each election to allow voters to make changes to the checklist or to change their party affiliation.

**Training sessions**

The Secretary Of State Office will holds training sessions to advise of changes in the system and new requirements

**4140-002 Ballot Clerks** **\$2,278**

Total of 3 elections in 2010. 2 elections x 6 clerks x \$134/day. (6 clerks for the Sept Primary and Nov general election). 1 election x 5 clerks x \$134/day. (5 clerks for the Town /School election day).

**4140-007 Moderator** **\$652**

Annual salary of \$250 plus \$134 per day x 3 elections.

**4140-008 Ballots / Postage / Supplies** **\$4,300**

Purchase of ballots and programming of memory card for voting machine for Town and School elections. Mailing costs (absentee ballots) and paper for checklist requests (3 elections in 2010). Printer ribbons / paper and general supplies.

**4140-009 Meals Election Officials** **\$750**

Three elections

**4140-010 Computer Support & Maint** **\$250**

Annual maintenance contract on the voting machine.

**035 Dues / Conferences & Mileage** **\$100**

Annual workshop and mileage for Moderator and Assistant Moderator. Mileage for the Supervisors for attending training / workshops as needed/required by the State.

**4140-100 New Equipment** **\$200**

New Signage needed at polling place.

**TOTAL REQUESTED \$11,311**

Selectmen discussed this budget and the addition of two clerks for the September and November elections. St Germain said that she had spoken with a member of the PTA at the March 2009 elections, and that she had offered that the PTA would to help with food snacks as a way to get more kids involved in the election process. Based on that, the Board discussed reducing the meals line by \$200; to \$550. St Germain will follow-up on this offer to enlist the help of the PTA in the process, and also help get more kids involved in understanding their local and other governments, and in the election process.

Hunter then moved to recommend \$11,111 for Election and Registration. St Germain seconded and the vote was unanimously approved 3-0.

**4215 AMBULANCE SERVICE****002 Raymond Ambulance****\$ 5,500**

The Town is currently working with another five-year contract with Raymond Ambulance. The Town funds the contract at a certain level, and patients are billed for billable services from Raymond Ambulance Inc. The Town has had very good luck maintaining this contract for more than 10 years. Contingent on annual funding being appropriated, the current contract will take the Town through April 1, 2011. A copy of the contract is attached as part of the budget information provided.

The amount in accord with the contract would have gone to \$6,000 for calendar year 2010, but Raymond Ambulance Inc sent a letter to the Selectmen dated 20 August 2009 indicating that due to tough economic times, they would level fund their request. This will save \$500.

**TOTAL REQUEST AMBULANCE \$5,500**

There was appreciation expressed to the Raymond Ambulance Board of Directors for their efforts to help control costs. The Board understands that this is a very affordable contract for the Town to have ambulance service 24/7.

Motion was made by Hunter and seconded by St Germain to recommend \$5,500 for Ambulance service. The vote was unanimously approved 3-0.

8. Carlson distributed the following budgets for review next week:

4312 Highways & Streets  
4442 Direct Assistance  
4520 Parks & Recreation

The Board discussed the presentation of budgets and St Germain made note that it is much easier to read them if they are all presented in the same format, with narratives and proper numbering sequence for consistency throughout.

9. Carlson read an email from Garden Club President Mary Kaltenbach with questions regarding plantings at the ballfields (additional landscaping) and their request for permission to add a small plaque out front on Friendship Garden noting founder Brande McLean. The Board did not want additional signage installed without seeing it and understanding the sizing first. The Board also cautioned that mentioning one person might lead to others being slighted. The Board suggested that a brick be engraved to note these special items instead, and that would be a way to add others as well.

Selectmen did not have concern about additional landscaping at the ballfields. Carlson had initially suggested to Kaltenbach that she meet and walk the site with Parks & Recreation Commission members. The Board thought his was the appropriate step to take.

10. Selectmen reviewed the Planning Board decision to send LeClair gravel pit matter to Town Counsel. The Planning Board meeting minutes from that discussion (09/02/2009) were available for review. Carlson asked if Selectmen wanted to get these minutes forwarded. Gates said he would. St Germain said she did not need them.

11. Carlson advised that the annual Grassdrags meeting would take place next Thursday, September 10, 2009 at 7:30 pm as part of the Board's meeting.

12. Carlson reviewed the calendar looking ahead to include:

Bulky Day – October 17

Trick or Treat – October 30 from 5:00 to 8:00 pm

Veteran's Day Open House – date TBD / Thursday in the first or second week of November

Thanksgiving Schedule for Board meeting will be on the regular Tuesday evening prior to the holiday.

13. Carlson indicated she had met with Emergency Management Director and Deputy on Wednesday evening with many follow-up considerations to be further discussed. The EMD's discussed their plans for the balance of 2009 as it pertained to budgets and improvements needed. There was some discussion about auxiliary operations to assist at such events as the major fire recently. There was discussion about cleaning out the upstairs level at the Safety Complex and better organizing the space for storage, including shelving. This involves working with all safety service Department Heads. There was note made of the election materials which are stored in the EM office.

Fire Department training with Primex has been set up for Monday 21 September 2009 at 7:00 pm. This is geared toward firefighter safety and some EMS safety tips as well.

14. Carlson indicated that the August 2009 trending reports and some other requested information had been sent out to the Budget committee on August 31<sup>st</sup>. This package was also sent to each of the Selectmen for information.

15. Selectmen reviewed an email complaint from Randy Grasso regarding the shim paving work done on Beede Hill Road in early August. There are no more funds for additional paving work, and Carlson had advised Grasso of this, and that the email would be shared with the Selectmen and the Road Agent.

16. St Germain circulated a 2008 Treasurer's Report from the Town of Danville (annual report) with a pie chart showing where the Town of Danville's revenues come from, and where the money goes to. She suggested that the photo/diagram of a pie chart makes it easier to understand the dollars and cents of the tax rate. Carlson will try and use a similar pictorial in the upcoming budget and tax rate process.

17. Carlson indicated that there are still no representatives from Fremont on the Rockingham Metropolitan Planning Organization (Rockingham MPO) or the Technical Advisory Committee (TAC) or as Fremont Commissioners to the Rockingham Planning Commission. When space permits, an article is to be drafted for the Newsletter to drum up interest in these many volunteer vacancies.

18. Carlson indicated there were some departmental budget line item transfers to review, but that they would be brought in in batches, instead of one at a time. There was preliminary discussion about how line item transfers should be handled.

19. Carlson discussed the proposals received for duct cleaning work. These will be refreshed (they are a year old); and further consideration given to having this work done if budgeted funds would allow in 2009. The safety officials have continued to ask for this to be done at the Complex, particularly. It also came up as a discussion with EM officials last night.

20. Due to the late hour, Carlson handed out the following items with brief updates for further discussion at the meeting next week:

- Information from Matthew Thomas re: CRF planning and Historic Museum; 250<sup>th</sup> Anniversary Celebration
- A letter from a Fremont resident to Comcast upset about services

- A preliminary draft agenda for the Public Hearing on September 24<sup>th</sup> for revaluation/recertification process and bi-annual tax billing

21. Selectmen briefly discussed the debt limit for the Town. TAN's are not subject to this statutory limit (see NH RSA 33:1 below). Citizen's Bank has indicated that the Town's borrowing threshold for CY 2009 is the \$4,000,000 we have already borrowed. This is likely derived from cash flow statements and their review of other financial information. St Germain questioned the Town's current debt limit and what percentage the Town was currently at.

For information purposes, the following statutes are included:

**33:1 Definitions.** – This chapter may be referred to as the "Municipal Finance Act." The following terms, when used in this chapter, shall have the meanings set forth below, except when the context in which they are used requires a different meaning:

- I. "Municipality" or "municipal corporation," town, city, school district or village district;
- II. "Governing board," the selectmen of a town, the commissioners or comparable officers of a village district, and the school board of a school district;
- III. "Net indebtedness," all outstanding and authorized indebtedness, heretofore or hereafter incurred by a municipality, exclusive of the following: unmatured tax anticipation notes issued according to law; or notes issued in anticipation of grants of federal or state aid or both; debts incurred for supplying the inhabitants with water or for the construction, enlargement, improvement or maintenance of water works; debts incurred to finance the cost of sewerage systems or enlargements or improvements thereof, or sewage or waste disposal works when the cost thereof is to be financed by sewer rents or sewer assessment; debt incurred pursuant to RSA 31:10; debts incurred to finance energy production projects, the reconstruction or enlargement of a municipally owned utility, or the manufacture or furnishing of light, heat, power or water for the public, or the generation, transmission or sale of energy ultimately sold to the public; debts incurred to finance small scale power facilities under RSA 374-D; debts incurred outside the statutory debt limit of the municipality under any general law or special act heretofore or hereafter enacted (unless otherwise provided in such legislation); and sinking funds and cash applicable solely to the payment of the principal of debts incurred within the debt limit.

**Source.** 1895, 43:1. PL 59:1. RL 72:1. 1953, 258:1, par. 1, eff. as of Jan. 1, 1954. RSA 33:1. 1955, 329:3. 1957, 142:3. 1961, 120:1. 1967, 38:1. 1981, 161:1, eff. Aug. 1, 1981; 545:1, eff. Aug. 29, 1981.

**33:4-a Debt Limit, Municipalities.** –

- I. Cities shall not incur net indebtedness, except for school purposes, to an amount, at any one time outstanding, exceeding 3 percent of their valuation determined as hereinafter provided.
- II. Cities shall not incur net indebtedness for school purposes to an amount at any one time outstanding, determined as hereinafter provided, exceeding 7 percent of said valuation. Any debt incurred for school purposes by a city under this or any special statute heretofore or hereafter enacted shall be excluded in determining the borrowing capacity of a city for other than school purposes under the 3 percent limitation in paragraph I.
- III. Towns shall not incur net indebtedness to an amount at any one time outstanding exceeding 3 percent of their valuation determined as hereinafter provided.
- IV. School districts shall not incur net indebtedness to an amount at any one time outstanding exceeding 7 percent determined as hereinafter provided.
- V. Village districts shall not incur net indebtedness to an amount at any one time outstanding exceeding one percent of their valuation determined as hereinafter provided.

**Source.** 1955, 329:1. 1957, 120:1. 1959, 209:3, eff. Sept. 27, 1959. 1998, 72:1, eff. July 18, 1998

**33:4-b Debt Limit; Computation.** – The debt limitations hereinbefore prescribed, except for counties, shall be based upon the applicable last locally assessed valuation of the municipality as last equalized by the commissioner of revenue administration under RSA 21-J:3, XIII and shall include the equalized value of property formerly taxed pursuant to the provisions of RSA 72:7; 72:15, I, V, VII, VIII, IX, X and XI; 72:16; 72:17; 73:26; 73:27 and 73:11 through 16 inclusive, all as amended, which was relieved from taxation by 1970, 5:3, 5:8 and 57:12, as determined under the provisions of RSA 71:11 as amended. Whenever several municipalities possessing the power to incur indebtedness cover or extend over identical territory, each such municipality shall so exercise the power to incur indebtedness under the foregoing limitations so that the aggregate net indebtedness of such municipalities shall not exceed 9.75 percent of the valuation of the taxable property as hereinbefore determined, except as provided for cooperative school districts under RSA 195:6. A written certificate signed by the commissioner of the department of revenue administration shall be conclusive evidence of the base valuation of municipalities for computing debt limits hereunder.

**Source.** 1955, 329:1. 1957, 120:4. 1959, 209:4. 1970, 5:6; 57:14. 1973, 544:11, I. 1991, 306:1, eff. April 1, 1992.

#### **NEXT WEEK**

All Town Offices are closed on Monday September 7, 2009 in observance of Labor Day. The Budget Committee meets on Wednesday September 9, 2009.

The next regular Board meeting will be held on Thursday September 10, 2009 at 6:00 pm.

With no further business to come before the Board, motion was made by Hunter and seconded by Gates to adjourn the meeting at 11:45 pm. The vote was unanimously approved 3-0.

Respectfully submitted,

Heidi Carlson  
Town Administrator